

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Fiscal Division

DATE: 27 June 1951

FROM : Chief, Building Maintenance and Utilities Division

SUBJECT: Attached Work Orders

1. Reference is made to your memorandum of 15 January 1951, regarding payments in cash or check covering the installation of hot plates.

2. Paragraph #2, item d, states that the Building Maintenance and Utilities Branch will reimburse the GSA for services rendered in accordance with vouchers submitted for payment against 10-292 Work Orders.

3. Recent discussions with the GSA regarding this matter have revealed that, that Agency will not accept cash payments and have indicated that the preferred procedure is to have CIA reimburse the GSA for services rendered and that cash receipts should be forwarded to the Treasury Department for deposit. In accordance with this preferred procedure we are returning herewith Work Orders numbered: 222, 297, 293, 255, 308, 221 and 220 and fifty (\$50.00) in cash; one hundred (\$100.00) in checks to cover services received as indicated on the attached work orders.



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Date: NOV 2 1951 By: 213